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ABSTRACT

An outdoor education counselor manual was developed as a sample guide to aid Oakland County (Michigan) student camp counselors in preparing for their camp experience, so they will understand their role in the total program. A welcome to student counselors briefly lists their responsibilities. A section on the purpose of the manual notes counselors' two major responsibilities (supervising their instruction group and assisting adult teachers and naturalists in the field instructional program) and points out that student discipline is not the student counselors' responsibility. Staff rules, general rules, and student rules are specified. A sample daily schedule and shower schedule are given, as are sample duty schedules for tablehoppers, kitchen police, and swampers (shower cleaners). A specific clothing and equipment list is provided for students and their parents. (MH)

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OUTDOOR EDUCATION COUNSELOR MANUAL

1980

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Oakland Schools
2100 Pontiac Lake Road
Pontiac, Michigan 48054

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This guide was developed to aid teachers and supervisors of Outdoor Education in preparing for their camp experience. Specifically, this booklet was developed as a simple guide for camp counselors...to spell out their responsibilities so that they will understand their role in the total program. This manual was adapted from one used in the Hartley Outdoor Education Center, Saginaw County, Robert Bolger, Director, and used by permission.

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Prepared for use by Oakland County teachers
by Oakland Schools.

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TO OAKLAND COUNTY STUDENT COUNSELORS:

Congratulations on being selected as a counselor for a week at the Outdoor Center. The importance of your role as a student counselor cannot be over emphasized.

You will play an important part in the overall success of the residential program. Your role as we see it encompasses many areas. A student counselor:

-- is a supervisor and participant
-- reminds students of their responsibilities and duties
-- acts as a resource person
-- acts as a socializing agent
-- stimulates thinking and awareness
-- helps answer student questions
-- chaperones
-- sees that students are comfortably dressed for the weather of the day
-- observes progress of the group
-- helps with discipline when necessary
-- is an organizer and motivator
-- makes sure the students enjoy themselves while learning.

The Outdoor Center staff is looking forward to meeting and working with you. See you soon!

Sincerely,

Fred Field Mouse
Director
Outdoor Education

PURPOSE OF THIS MANUAL

It is our hope that this manual will answer many of the questions commonly asked by the new counselors. It is designed to act as a guide so that you will better understand your role or position in the total educational program.

We feel that it is important for you to know exactly what your responsibilities and duties will be before arriving at the center.

While at camp the counselors will have two major responsibilities. They are:

1. Supervising the instruction group assigned to you.

2. Assisting either the adult teacher or naturalist in the field instructional program.

From the time an instruction group is assigned to you, until they leave, they are your responsibility. You will be expected to assist these students in settling in the cabins, arranging responsibilities, supervising them during meals and study trips, being available to assist them in solving problems and generally to be mindful to their needs. The teaching staff will work closely with you, these responsibilities are not yours alone.

We also feel it necessary to mention at this point that discipline with the students may at times be a problem. Dealing with these types of problems is not your responsibility. We cannot stress this point enough. Please, if a child needs repremanding, refer him to his teacher or the program director.

RULES FOR THE CENTER

As a member of the camp staff, you will find yourself in a very impressionistic role, often imitated and held in a high capacity by the students.

For this reason, rules for the staff must include:

1. No alcoholic beverages on premises.
2. No smoking permitted except in designated areas.
3. No non-prescribed drugs on the premises.
4. No leaving the grounds without the consent of the director.

Following are General Rules for equipment and grounds and Rules for Children.

GENERAL RULES

-- Students are to be WELL SUPERVISED AT ALL TIMES by person responsible, when in the field.

-- Students SHALL NOT DESTROY nature trails (removing logs, etc.), or any plant and animal life on the property.

-- ALL TEACHERS or STUDENT COUNSELORS are RESPONSIBLE for EQUIPMENT ASSIGNED TO THEM. Please return ALL ITEMS to the STORAGE AREA. All items should be RETURNED IN THE SAME CONDITION as when they were checked out.

-- Report ANY DAMAGE, DESTRUCTION or LOSS OF EQUIPMENT to the director IMMEDIATELY.

-- STRESS SAFETY in your group AT ALL TIMES.

STUDENT RULES FOR THE OUTDOOR CENTE.

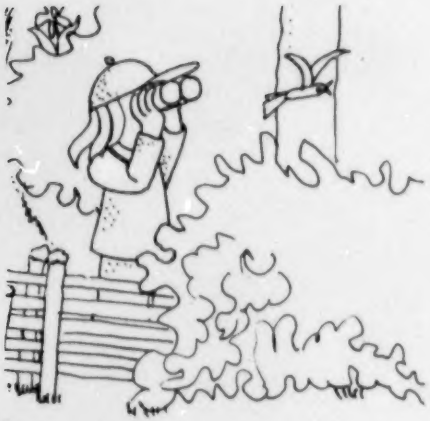
ALL VISITORS ARE REQUESTED TO OBSERVE THE FOLLOWING REGULATIONS IN ORDER THAT THIS FINE FACILITY MAY CONTINUE TO BE ATTRACTIVE AND VALUABLE.

1. NO STUDENT may leave the grounds without the teacher's permission.
2. NO STUDENT is permitted to play with matches or start fires without the leader's consent.
3. Students MUST NOT WADE in the lake or ponds unless directed by a teacher.
4. The DESTRUCTION or REMOVAL of any living plants or animals is prohibited....Collection of scientific specimens under supervision of a teacher is permitted.
5. There will be NO THROWING of equipment or clothing articles outside or inside any building.
6. Life jackets MUST be worn when anyone is in a boat or canoe.
7. ALL students MUST comply to the "Lights-out" regulation in the evening and no unnecessary noise will be tolerated after 9:30 p.m.
8. Paper and rubbish is to be DISPOSED of in the proper container.
9. Swearing or profane language WILL NOT be tolerated.
10. Students are EXPECTED to do ALL chores to the BEST of their ability when they are on duty.
11. Report ANY injury or sickness to your teacher IMMEDIATELY.
12. Hikers are requested to CONFINE their hiking to the trails PROVIDED for this purpose.
13. Students are EXPECTED to FOLLOW the Outdoor Education Program Schedule.
14. If rules are BROKEN a student may be SENT HOME and their TRIP TERMINATED.

SCHEDULES

To insure that all aspects of the daily and weekly routines are followed, specific schedules have been established. It is very important that staff personnel be very familiar with these schedules in order that they may provide leadership to the students.

Following are examples of the daily and weekly schedules. Weekly schedules are subject to change depending on the size of the total group.



DAILY SCHEDULE

7:15 a.m.	Reveille
7:40 a.m.	KP Crews Report
7:55 a.m.	Flag Raising
8:00 a.m.	Breakfast
8:30 a.m.	Daily Duties (KP & Sweepers)
9:15 a.m.	Outdoor Classes
11:40 a.m.	KP Crew Reports to Dining Hall
12:00 noon	Noon Meal
12:30 p.m.	Clean-up (KP & Sweepers)
1:00 p.m.	Rest Period
2:00 p.m.	Outdoor Classes
4:00 p.m.	Sign Up Activities
5:10 p.m.	KP Crew Reports
5:25 p.m.	Flag Lowering
5:30 p.m.	Evening Meal
6:00 p.m.	Clean-up (KP)
6:30 p.m.	Evaluation
7:15 p.m.	Educational Program (Resource Persons, etc.)
8:45 p.m.	Snack
9:15 p.m.	Showers
9:30 p.m.	Taps (Lights Out)
9:45 p.m.	Staff Briefing- Program Director meets with teachers and student teachers

DUTY SCHEDULE

While at the Outdoor Center students will be assigned various duties. These duties enable the center to operate efficiently. It is <u>your</u> responsibility as a counselfor to make sure these duties are done at the proper times and in the proper manner.

TABLEHOPPERS

Prepare tables and dining room for meals

1. Counselors should report to dining room at designated times with his or her assigned group. (7:40 a.m., 11:40 a.m. & 5:10 p.m.)

2. Check with cooks to see what will be needed for the tables.

3. Wait on the tables.

4. Clean tables and chairs after meals.

5. Total group will remain on duty until entire job is completed.

6. Counselor will act as a supervisor and assist the group if needed.

KITCHEN POLICE - KP

Clean up dining room after meals.

1. Scrape, wash and put dishes away.
2. Sweep floor and arrange room.
3. Carry garbage out and replace plastic bags.
4. Counselor's role is to supervise and make sure the group does a good job.

SWAMPERS

Clean showers after every shower period.

1. Squeege shower floor.
2. Clean mirrors.
3. Pick up articles left behind.
4. Counselors will be present to supervise and check finished work.

SHOWER SCHEDULE AND PROCEDURE

Showers will be taken daily with the following suggested schedule:

1. Girls - 7:15 a.m.

2. Boys - 9:15 p.m.

3. The 1:00 p.m. rest period may be used as an overflow time, arrange with the Program Director.

4. Shower time should be well supervised (safety). It is recommended that a counselor be in the bathroom at all times to supervise the showers.

5. Counselors and teachers may shower on their free time.

6. No glass containers in the shower building.

OUTDOOR CENTER

CLOTHING AND EQUIPMENT LIST

STUDENT: Use this as a checklist before leaving home and also before leaving the center. We suggest all articles be labeled with your name so they can be easily identified.

Essential Items	Home	Center
BEDDING:		
1 Sleeping Bag or	___	___
2 Blankets & Sheets	___	___
TOILET ARTICLES:		
2 Bath Towels	___	___
2 Washcloths	___	___
1 Comb & Brush	___	___
1 Toothbrush	___	___
1 Toothpaste	___	___
1 Soap	___	___
CLOTHING:		
1 Warm Jacket	___	___
2 Warm Shirts	___	___
2 Pair Jeans	___	___
2 Light Shirts	___	___
1 Rain Coat	___	___
1 Pair Walking Shoes	___	___
1 Pair Rubber Boots	___	___
1 Pair Tennis Shoes	___	___
1 Pair Pajamas	___	___
1 Pair Slippers	___	___
Socks (5 days)	___	___
Underwear	___	___
1 Pair Mittens	___	___
1 Hat or Scarf	___	___

Convenience Items	Home	Center
BEDDING:		
1 Pillow	___	___
1 Pillowcase	___	___
TOILET ARTICLES:		
1 Box Kleenex	___	___
1 Lotion for Sun or Wind	___	___
1 Chapstick	___	___
1 Shower Cap	___	___
OPTIONAL ITEMS:		
Camera & Film	___	___
Compass	___	___
Stationary & Stamps	___	___
Pencils (2)	___	___
Clipboard or Notebook	___	___
Sunglasses	___	___
Musical Instrument	___	___
Binoculars	___	___
Plastic Garbage Bag	___	___

DO NOT BRING:

Radio — Curling Iron
Knives — Money or Jewelry
Hatchets — Food (candy, gum, cookies, etc.)

CLOTHING AND ARTICLES SHOULD BE LABELLED CLEARLY WITH THE CHILD'S NAME.

THE SCHOOL CANNOT BE RESPONSIBLE FOR ANY ARTICLES LOST OR MISSING DURING A PUPIL'S VISIT.

PARENTS: Activities held in the outdoors. Please equip your child to meet the appropriate season demands.
All medications must be given to the teacher with written instructions.

GROVELAND
ROAD
THAYER
ROAD
Hartwig Lake
TRAIL
ROAD
ROAD
PERRYVILLE
ROAD 969
Phipps Lake
ROAD
Tamarack Lake
CAMP TAMARACK
BARRON
BM 1092
ROAD
GRANGE HALL
ION AREA

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